



**Date:** September 6, 2017  
**Title of Position:** Recreation Facilities Supervisor I  
**Salary:** Per AFSCME contract: Grade 12, \$699.73/week @ step 1 w/benefits  
**Effective:** October 2017

**Responsibilities and Qualifications:** (Please see the attached Commonwealth of Massachusetts Human Resources Division Recreation Facilities Supervisor Series Classification Specification and Position Description/Form 30 for more detailed information.)

**Responsibilities:** Assist in the operation and maintenance of the public recreation facility at the College's Paterson Fieldhouse which includes fitness center, gymnasium, outdoor swimming pool, tennis courts, athletic fields, XC trails. Duties include processing membership transactions, ensuring proper upkeep and cleanliness of facilities, providing routine maintenance and repair of equipment, maintaining and enforcing safety policies/procedures, monitoring events, and performing related administrative duties.

**Qualifications:** Experience in fitness facility or fitness/recreational environment preferred. Excellent customer service skills and ability to maintain a calm manner, make decisions, and act quickly in emergency situations. Ability to maintain accurate records. Ability to follow oral and written instructions. Ability to understand, explain and apply the laws, rules, regulations, policies and procedures governing assigned unit activities. Manual dexterity and mechanical aptitude. Physical endurance and ability to lift up to 50 lbs. Current CPR/First Aid basic certification required. Current Pool Operator Certification (or ability to pass certification after hiring). Knowledge of the types of custodial cleaning supplies and equipment.

**Additional information:** Source of Funding: State funded  
 Area of Assignment\*: Student Affairs – Paterson Fieldhouse  
 Supervisor\*: Director of Recreational Services  
 School Year Shift\*: 11:45 am – 8:15 pm  
 School Year Days Off\*: Saturday and Sunday  
 Summer Shift\*: 9:45 am – 6:15 pm  
 Summer Days Off\*: Sunday and Monday

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

\*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [tkozlowski@berkshirecc.edu](mailto:tkozlowski@berkshirecc.edu) (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

**Application closing date: September 22, 2017.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.



**Position Description, Form 30  
Commonwealth of Massachusetts**

---

**Position Title:** Recreation Facilities Supervisor I

**Department:** Recreation Services

**Job Group:** Grade 12

**Functional Title** (optional)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:** Assist in the operation and maintenance of the public recreation facility at the College's Paterson Fieldhouse which includes fitness center, gymnasium, outdoor swimming pool, tennis courts, athletic fields, XC trails. Duties include processing membership transactions, ensuring proper upkeep and cleanliness of facilities, providing routine maintenance and repair of equipment, maintaining and enforcing safety policies/procedures, monitoring events, and performing related administrative duties.

**SUPERVISION RECEIVED** (Name and title of person from whom incumbent receives direction)  
Lauren Pellegrino, Director of Recreational Services

**SUPERVISION EXERCISED** (Number and titles of positions directly supervised by incumbent)  
n/a

**DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- Meet & greet patrons, answer phones, enforce card-swiping, and perform related administrative duties at front desk
- Process membership transactions and day passes
- Ensure proper upkeep & cleanliness of facility including cleaning of locker rooms and restrooms, trash removal, and grounds maintenance.
- Adhere to facility opening/closing procedures as written in manual: work on system of dusting & mopping Fitness Center floor on regular basis; sweep tennis courts every morning/evening; assist with pool operations, i.e., robotic vacuum, adding water levels, scrubbing pool gutters, etc.; pick up any leftover trash in athletic fields; dust & vacuum gymnasium carpets; change out garbage bags in big cans all around exterior of building.
- Act as lead person in set-ups for academic classes, rentals, and BCC events inside and outside the building, as well as breakdowns after the events
- Sign out sporting equipment to be used by members
- Inspect buildings and equipment; perform routine maintenance and repairs of equipment and facilities such as swimming pool, athletic fields, XC trails, tennis courts, fitness center, & gymnasium
- Conduct rounds of indoor & outdoor facility to ensure enforcement of proper safety policies as set forth by facility
- Monitor events and rental of facility by outside organizations: patrol facility; assist with set-up and breakdown; communicate with event contact person regarding facility rules
- Perform related duties as needed at college events held at Paterson, including but not limited to involvement with BCC evening intramural sports
- Recommend cleaning or building equipment, materials, and supplies for purchase

**QUALIFICATIONS REQUIRED AT HIRE** (List knowledges, skills and abilities)

- Experience in fitness facility or fitness/recreational environment preferred
- Excellent customer service skills and ability to maintain a calm manner, make decisions, and act quickly in emergency situations
- Ability to maintain accurate records
- Ability to follow oral and written instructions
- Ability to understand, explain and apply the laws, rules, regulations, policies and procedures governing assigned unit activities
- Manual dexterity and mechanical aptitude
- Physical endurance and ability to lift up to 50 lbs.
- Current CPR/First Aid basic certification required
- Current Pool Operator Certification (or ability to pass certification after hiring)
- Knowledge of the types of custodial cleaning supplies and equipment

**QUALIFICATIONS ACQUIRED ON THE JOB** (list knowledges, skills and abilities)

- Knowledge of Fitness Center Software

**MINIMUM ENTRANCE REQUIREMENTS**

**LICENSE AND/OR CERTIFICATION REQUIREMENTS**

- Current CPR/First Aid basic certification required
- Current Pool Operator Certification (or ability to pass certification after hiring)

**REMARKS**

\_\_\_\_\_  
**SIGNATURE OF APPOINTING AUTHORITY**

\_\_\_\_\_  
**TITLE**

**BERKSHIRE COMMUNITY COLLEGE**  
**AGENCY**

\_\_\_\_\_  
**PREPARED BY**

\_\_\_\_\_  
**INITIALS OF INCUMBENT          DATE**

\_\_\_\_\_  
**INITIALS OF SUPERVISOR          DATE**

**Commonwealth of Massachusetts**  
**Human Resources Division**  
**Class Specification**  
**Recreation Facilities Supervisor Series**

**I. RECREATION FACILITIES SUPERVISOR SERIES:**

Recreation Facilities Supervisor I  
Recreation Facilities Supervisor II  
Recreation Facilities Supervisor III  
Recreation Facilities Supervisor IV

**II. SUMMARY OF SERIES:**

Incumbents of positions in this series operate and maintain recreation facilities; schedule and monitor events; inspect buildings and equipment; perform routine maintenance; operate equipment; ensure the proper upkeep of facilities; enforce safety rules; administer first aid; and perform related work as required.

The basic purpose of this work is to operate and maintain public recreation facilities.

**III. ORGANIZATIONAL LEVELS:**

Recreation Facilities Supervisor I is the entry-level supervisory job in this series.

Recreation Facilities Supervisor II is the second-level supervisory job in this series.

Recreation Facilities Supervisor III is the third-level supervisory job in this series.

Recreation Facilities Supervisor IV is the fourth-level supervisory job in this series.

**IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:**

1. Operates and maintains recreation facilities such as swimming pools, ice-skating rinks, playgrounds and bathhouses.
2. Monitors events and patrols facilities during events to prevent theft and vandalism and to enforce rules and regulations.
3. Inspects buildings and equipment; performs routine maintenance and repairs of equipment and facilities such as swimming pools, skating rinks, playgrounds, and athletic fields.
4. Operates such equipment as lawn mowers, snow removal equipment, ice edgers, hand and power tools, pumps and generators, and chlorinators.
5. Ensures the proper upkeep and cleanliness of facilities, including the cleaning of showers and restrooms, trash removal and grounds maintenance.
6. Enforces safety rules and regulations.
7. Performs related duties such as selling tickets, collecting and depositing receipts and maintaining routine records.

**V. DIFFERENCES BETWEEN LEVELS IN SERIES:**

Recreation Facilities Supervisor:

Incumbents of positions at this level or higher also:

1. Assist in supervising the operation and maintenance of a swimming pool and related structures.
2. Supervise the opening and closing of seasonal recreational facilities, including the preparation of pools, skating rinks, playgrounds and athletic fields and the repair and painting of equipment, apparatus and buildings.

## Position Vacancy 18-007

3. Supervise a staff that operates and maintains recreation facilities such as swimming pools, skating rinks, playgrounds and athletic fields.
4. Supervise the operation of equipment such as swimming pool filtering, chlorinating and acid combating equipment, and refrigeration and maintenance equipment used in ice skating rinks.
5. Identify and investigate heating, plumbing, electrical and structural problems in recreation facilities.

### Recreation Facilities Supervisor III:

Based on assignment, incumbents of positions at this level perform one or more of the following:

1. Supervise the operation and maintenance of one recreational facility or a cluster of recreation facilities including a swimming pool, an ice skating rink, playgrounds, athletic fields, etc.
2. Supervise the off-season refurbishing of skating rinks.
3. Prepare estimates and specifications for maintenance projects; recommend equipment, materials and supplies for purchase; and inspect equipment, materials and supplies purchased.
4. Promote the use of facilities by contacting individuals or groups and describing available equipment and services.
5. Maintain inventory and bookkeeping records; prepare work schedules; and order supplies and equipment.
6. Develop and monitor facility budgets.

### Recreation Facilities Supervisor IV:

Incumbents of positions at this level also:

1. Coordinate the programming, operation and maintenance of recreation facilities throughout the state.
2. Initiate, develop and monitor the implementation of programs for the expanded use of recreation facilities.

## VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency personnel, vendors, suppliers, contractors and the general public.

## VII. SUPERVISION RECEIVED:

### Recreation Facilities Supervisor I:

Incumbents of positions at this level receive general supervision from Recreation Facilities Supervisors or other employees of higher grade who provide training and instruction, assign work and review performance through written and verbal reports and inspection for effectiveness and compliance with policies, procedures, laws, rules and regulations.

### Recreation Facilities Supervisor II:

Incumbents of positions at this level receive general supervision from Recreation Facilities Supervisors or other employees of higher grade who provide guidance on procedures, assign work and review performance through written and verbal reports for effectiveness and compliance with policies, procedures, laws, rules and regulations.

### Recreation Facilities Supervisor III:

Incumbents of positions at this level receive general supervision from Recreation Facilities Supervisors or other employees of higher grade who provide guidance on policies and procedures, assign work and review performance through conferences and reports for effectiveness and compliance with policies, procedures, laws, rules and regulations.

### Recreation Facilities Supervisor IV:

Incumbents of positions at this level receive general supervision from administrative or other employees of higher grade

## Position Vacancy 18-007

who provide policy guidance, assign work and review performance through conferences and reports for effectiveness and compliance with policies, procedures, laws, rules and regulations.

### VIII. SUPERVISION EXERCISED:

#### Recreation Facilities Supervisor I:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-15 maintenance and/or labor personnel.

#### Recreation Facilities Supervisor II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 6-15 maintenance and/or labor personnel.

#### Recreation Facilities Supervisor III:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 supervisory personnel; and indirect supervision (i.e., through an intermediate level supervisor) over 16-50 maintenance and/or labor personnel (number varies due to seasonal help).

#### Recreation Facilities Supervisor IV:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 6-15 supervisory or technical personnel; and indirect supervision (i.e., through an intermediate level supervisor) over 51 or more maintenance and/or labor personnel.

### IX. WORKING CONDITIONS:

Recreation Facilities Supervisors may be exposed to the harmful effects of noxious fumes and chemicals; lift and carry heavy objects; are exposed to hazards such as moving machinery; are on a standby (on call) work status; work varied shifts, nights, weekends and holidays; and may travel for job related purposes.

### X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of hand held power tools such as drills and electric hand saws and small hand tools such as hammers and wrenches.
2. Knowledge of the types and uses of custodial cleaning supplies and equipment.
3. Knowledge of the types and uses of groundskeeping supplies and equipment.
4. Skill in the use of hand held power tools such as drills and electric hand saws and small hand tools such as hammers and wrenches.
5. Skill in operating equipment used in custodial work such as buffers and vacuums.
6. Ability to establish and maintain harmonious working relationships with others.
7. Ability to deal tactfully with others.
8. Ability to understand, explain and apply the laws, rules, regulations, policies and procedures governing assigned unit activities.
9. Ability to give written and oral instructions in a precise, understandable manner.
10. Ability to maintain a calm manner, make decisions and act quickly in emergency situations.
11. Ability to follow oral and written instructions.
12. Ability to maintain accurate records.
13. Ability to assemble items of information in accordance with established procedures.

## Position Vacancy 18-007

14. Ability to write clearly and concisely.
15. Ability to read and interpret documents such as plans, specifications, blueprints and drawings.
16. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished; the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.
17. Ability to exercise sound judgment.
18. Ability to lift and carry heavy objects.
19. Physical stamina and endurance.
20. Manual dexterity and mechanical aptitude.

Based on assignment, the following additional qualification may be required at hire:

1. Knowledge of basic first aid and emergency life-saving techniques including cardiopulmonary resuscitation (CPR) and the application of tourniquets .

Additional qualifications required at hire for Recreation Facilities Supervisor II and higher positions:

1. Knowledge of the methods and techniques used in the maintenance of swimming pools and ice skating rinks.
2. Knowledge of the types and uses of swimming pool apparatus and supplies such as filters, chlorinating materials and chemicals.
3. Knowledge of types and uses of skating rink apparatus and supplies such as scrapers.
4. Knowledge of the principles, practices and techniques of supervision.
5. Knowledge of the safety precaution and procedures followed in building maintenance work.
6. Skill in operating equipment used for making ice for skating.
7. Ability to gather information through questioning individuals and by examining records and documents.

Additional qualifications required at hire for Recreation Facilities Supervisor III and higher positions:

1. Knowledge of the types, uses and operation and maintenance of industrial type ventilating, air-conditioning, refrigeration, heating and electrical systems used in the operation of skating rinks and/or swimming pools.
2. Knowledge of the principles and methods of inventory control.
3. Ability to determine the proper format and procedures for assembling items of information.
4. Ability to prepare and use charts, graphs and tables.
5. Ability to coordinate the efforts of others in accomplishing assigned work objectives.

Additional qualifications required at hire for Recreation Facilities Supervisor IV positions:

1. Knowledge of recreational programs and leisure time theories and activities.
2. Ability to develop creative recreation programs.
3. Ability to plan, assign and coordinate the activities of others.
4. Ability to develop policy regarding the operation and maintenance of recreation facilities.

## Position Vacancy 18-007

5. Ability to lead supervisors.
6. Ability to implement and coordinate a recreation program on a regional basis.

### XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, regulations, policies and procedure governing assigned unit activities.
2. Knowledge of agency procedures and guidelines governing the acquisition of supplies, materials and equipment.
3. Knowledge of the methods and procedures used in the security of buildings and property.
4. Knowledge of the types and uses of agency forms.

#### Additional qualifications acquired on job in Recreation Facilities Supervisor I positions:

1. Knowledge of the methods and techniques used in the maintenance of swimming pools and ice skating rinks.
2. Knowledge of the types and uses of swimming pool apparatus and supplies such as filters, chlorinating materials and chemicals.
3. Knowledge of the types and uses of skating rink apparatus and supplies such as scrapers.
4. Knowledge of the safety precautions and procedures followed in building maintenance work.
5. Knowledge of the principles, practices and techniques of supervision.
6. Skill in operating equipment used for working ice for skating.
7. Ability to gather information through questioning individuals and by examining records and documents.

#### Additional qualifications acquired on job in Recreation Facilities Supervisor II positions:

1. Knowledge of the types, uses, operation and maintenance of industrial type ventilating, plumbing and electrical systems used in the operation of swimming pools.
2. Knowledge of the principles and methods of inventory control.
3. Ability to determine the proper format and procedures for assembling items of information.
4. Ability to coordinate the efforts of others in accomplishing assigned work objectives.

#### Additional qualifications acquired on job in Recreation Facilities Supervisor III positions:

1. Knowledge of recreational programs and leisure time theories and activities.
2. Ability to develop creative recreation programs.
3. Ability to plan, assign and coordinate the activities of others.
4. Ability to lead supervisors.

### XII. MINIMUM ENTRANCE REQUIREMENTS:

#### Recreation Facilities Supervisor I:

None.

#### Recreation Facilities Supervisor II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in the maintenance and/or



## Position Vacancy 18-007

repair of recreational facilities or in recreational management or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A certificate, diploma or degree as evidence of satisfactory completion of at least a two year program in a recognized school above the high school level in building construction technology, electrical engineering technology, mechanical engineering technology or mechanical power engineering may be substituted for the required experience.\*

\*Education toward such a program will be prorated on the basis of the proportion of the requirements actually completed.

Recreation Facilities Supervisor III:

Applicant's must have at least (A) two years of full-time, or equivalent part-time, experience in the maintenance and repair of recreational facilities or in recreational management, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A certificate, diploma or degree as evidence of satisfactory completion of at least a two year program in a recognized school above the high school level in building construction technology, electrical engineering technology, mechanical engineering technology or mechanical power engineering may be substituted for a maximum of one year of the required experience.\*

\*Education toward such a program will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: ~ substitutions will be permitted for more than one year of the required experience.

Recreation Facilities Supervisor IV:

Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in the maintenance and/or repair of recreational facilities or in recreational management and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A certificate, diploma or degree as evidence of satisfactory completion of at least a two year program in a recognized school above the high school level in building construction technology, electrical engineering technology, mechanical engineering technology or mechanical power engineering technology may be substituted for a maximum of one year of the required (A) experience.\*

\*Education toward such a program will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: \*Educational substitutions will only be permitted for a maximum of one year of the required (A) experience or substitutions will be permitted for the required (B) experience.

XIII. SPECIAL REQUIREMENTS:

I. Based on assignment, possession of a current and valid CPR (Cardiopulmonary Resuscitation) Certificate issued by the American Heart Association or American Red Cross.

II. Based on assignment, possession of a current and valid Standard First Aid and Personal Safety Certificate issued by the American Red cross.

III. Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator ' s License.

Occupational Group 39

Revised 10/88